

# KEEP

## IN TOUCH

Kansas Enterprise Electronic Preservation

July-August 2011 – Issue 10

## Building the Production System

The KEEP production system is under development. The first build iteration will focus on enhancing records ingest capabilities including:

- Authenticating agency staff and/or machines submitting records to KEEP
- Creating submission information package (SIP) creation tools to assist agency staff prepare and transfer records to the KEEP repository
- Developing submission agreement validation rules to ensure that the correct records and metadata have been transferred to the KEEP repository.

Upon completion of these enhancements later this fall, KEEP will be capable of ingesting agency records in a production environment.

### Submission Agreements

A submission agreement between a records producer and the Historical Society must be in place before records can be transferred to the KEEP repository. Project staff are preparing a template for submission agreements that will outline KEEP and agency responsibilities. The submission agreement will be supported by one or more addenda that will provide

details about specific records series to be transferred to KEEP including information about the content of the records, required metadata, access restrictions, transfer method, transfer schedule, and retention requirements.

### KEEP Steering Committee

The KEEP Project team would like to thank the KEEP Steering Committee for its ongoing support for the project through the advice and input it offers at monthly meetings. The membership of the Steering Committee reflects the enterprise-wide nature of KEEP as the membership includes Dennis Taylor, Executive CITO; Kelly O'Brien, Judicial CITO; and Don Heiman, Legislative CITO, as well as Bill Roth, Kansas Chief Information Technology Architect. The committee is chaired by Jennie Chinn, Executive Director, Kansas Historical Society.

Don Heiman resigned as Legislative CITO on August 31, 2011. He has been replaced on an interim basis by Dave Larson, who has joined the KEEP Steering Committee. Everyone involved with the KEEP project expresses gratitude to Don for his unwavering support and enthusiasm for the initiative. We trust that he will continue to provide advice to the project team as needed.

## KEEP Project Staff

Executive Sponsor

**Pat Michaelis**, director, State Archives & Library Division, Kansas Historical Society

Project Managers

- Co-Project Manager – Technical  
**Terri Clark**, assistant director, Legislative Computer Services
- Co-Project Manager – Functional/Policy – **Matt Veatch**, state archivist, Kansas Historical Society

Check the KEEP website for updates on the project. The URL is <http://keep.ks.gov>, and it contains information about the project, past issues of this newsletter, project documents, and presentations given by KEEP team members.



This newsletter will be issued bimonthly via an email distribution list. Please contact Pat Michaelis at [pmichaelis@kshs.org](mailto:pmichaelis@kshs.org) or 785-272-8681, ext. 270, to be added to the list. If you would prefer to receive a paper copy, please let Pat know.

Kansas Historical Society  
6425 SW 6th Street • Topeka KS 66615-1099  
785-272-8681 • [kshs.org](http://kshs.org)

